

N.C. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
CHARGE SCHEDULE FOR REQUESTS FOR PUBLIC RECORDS

NC General Statute 132-6.2 authorizes an agency to charge a fee when a request is made for copies of public records. The agency is allowed to charge only the actual cost of duplication. A special service charge can be added when the request results in extensive use of staff or information technology resources.

The following costs represent the charges that are to be used for State fiscal year 2008-2009 . No other charge may be made for providing public records.

**Reproduction of Databases**

|  |        |
|--|--------|
| Diskette, 3.5", 1.44MB high density, unformatted | \$0.15 |
| Labels - per sheet                               | \$0.13 |
| Paper, 8.5" x 11"                                | \$0.01 |
| Paper, 8.5" x 14"                                | \$0.01 |
| Paper - Greenbar - one part - per sheet          | \$0.01 |
| Blank CD's – each                                | \$0.17 |

The law requires DHHS to provide a copy of a complete database. If the request is for less than the complete database and the division agrees to provide only the requested data fields, the requester may be charged for the information technology personnel costs required to accommodate the request plus the cost of the supplies. These personnel costs will be billed to the requester in fifteen (15) minutes intervals at \$10.24 per fifteen (15) minutes or \$40.97 per hour for the actual time to separate the database. **There shall be no charge to the requester unless the total charge for supplies plus staff charges equals or exceeds \$3.00.**

**Copies of Paper Documents**

|                   |         |
|-------------------|---------|
| Paper, 8.5" x 11" | \$0.035 |
| Paper, 8.5" x 14" | \$0.035 |

If a large public records request is going to be impossible to fill with existing staff, then you may hire a temporary employee to do the work. The temporary employee can be paid up to \$19.94 per hour and the requester can be billed for that work.